

Message Text

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 A-01 OPR-02 MMO-04 L-03 OMB-01

SY-05 PER-03 SCA-01 /032 W

----- 068734

P 041328Z AUG 75

FM AMEMBASSY TEHRAN

TO SECSTATE WASHDC PRIORITY 2836

UNCLAS SECTION 1 OF 2 TEHRAN 7562

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: SECSTATE 172353

FOLLOWING IS A COMPLETE
DESCRIPTION OF ALL NAME RETRIEVABLE FILE SYSTEMS AT THIS POST
AS REQUESTED IN REFTEL:

I. FILES HELD BY ADMINISTRATIVE SECTION:

A. I. UNCOLLECTIBLE CHECKS

II. NAMES OF PERSONS WHO PRESENTED BAD CHECKS TO USG CASHIER TEHRAN.

III. BAD CHECKS, DEBIT VOUCHERS

IV. 4. FAM 326.6-3, 361.8

V. AUTHORIZED B&F PERSONNEL ONLY

VI. FILE FOLDER - BY NAME - CASHIERS VAULT - 2 YEARS

VII. BUDGET AND MANAGMENT OFFICER

VII. INDIVIDUALS' BANK, RFC PARIS

B. I. ACCOUNT RECEIVABLE

II. NAMES OF PERSONS INDEBTED TO U.S. GOVT FOR REASONS STATED IN
4 FAM 282.

III. DEPT DOCUMENTATION

IV. 4 FAM 282

V. NAMES PROVIDED ONLY TO AUTHORIZED OFFICIALS OF AGENCIES
INVOLVED IN COLLECTING DEBTS.

VI. FILE FOLDER - BY NAME - BAR LOCK CABINET - 2 YEARS

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VII. BUDGET AND MANAGEMENT OFFICER

VIII. VENDORS, OTHER EMBASSIES

C. I. ALLOWANCE GRANTS

II. NAMES OF US GOVERNMENT EMPLOYEES WHO RECEIVE OR HAVE RECEIVED ALLOWANCE GRANTS.

III. GOVERNMENT FORMS

IV. 3 FAM 315

V. OUTSIDE AGENCIES CONCERNED.

VI. FILE FOLDER - BY NAME - LOCKED OFFICE - 2 YEARS

VII. BUDGET AND MANAGEMENT OFFICER

VIII. NONE

D. I. PAYROLL FILES

II. NAMES OF USG EMPLOYEES PAYROLLED OUT OF RFC PARIS

III. COMPUTER PRINTOUT, PERSONNEL ACTIONS, ALLOTMENT RECORDS

IV. 4 FAM 570

V. EMPLOYING AGENCIES' AUTHORIZED PERSONNEL

VI. FILE FOLDERS - BY NAME - LOCKED OFFICE - 2 YEARS

VII. BUDGET AND MANAGEMENT OFFICER

VIII. NONE

E. I. POST PERSONNEL FILE ON AMERICAN EMPLOYEES, LEFT SIDE

II. DEPARTMENT OF STATE EMPLOYEES

III. CHECK-IN SCHEDULE, DIPLOMATIC NOTES, CONSULAR RECEIPTS, COMMISSARY AUTHORIZATION, MEMOS.

IV. 3 FAM 093.2-1

V. NONE

VI. FILE FOLDER - BY NAME - BAR LOCK CABINET - UNTIL END OF TOUR

VII. PERSONNEL OFFICER

VIII. NONE

F. I. INCOMING AND OUTGOING SHIPMENTS FILE

II. STATE DEPARTMENT EMPLOYEES

III. TELEGRAMS, BILLS OF LADING, FREE ENTRY PERMITS.

IV. 6 FAM 160

V. NONE

VI. FILE FOLDER - BY NAME - LOCKED OFFICE - 3 YEARS

VII. GENERAL SERVICES OFFICER

VIII. OTHER DIPLOMATIC POSTS

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H. I. INDIVIDUAL WORK ORDER REQUESTS FILE

II. NAMES OF INDIVIDUALS HAVING ISSUED WORK ORDERS REQUESTS

III. WORK ORDER REQUEST FORMS

IV. 6 FAM

V. NONE

VI. FILE FOLDER - BY NAME - LOCKED OFFICE - 2 YEARS

VII. GENERAL SERVICES OFFICER

VIII. NONE

I. I. APPLICATION TO SELL CARS AND PERSONAL EFFECTS
II. ALL AMERICAN MISSION EMPLOYEES INCLUDING MILITARY
III. DISPOSAL OF PERSONAL PROPERTY FORMS
IV. FAMC 378
V. DOD FOR MALPRACTICE INVESTIGATION PURPOSES
VI. FILE FOLDERS - BY NAME - LOCKED OFFICE - 5 YEARS
VI: GENERAL SERVICES OFFICER
VIII. NONE

J. I. RESIDENT'S INVENTORY FILE
II. ALL AMERICAN EMPLOYEES ENTITLED TO GOVERNMENT FURNISHINGS
III. EMBASSY FORMS
IV. 6 FAM
V. NONE
VI. FILE FOLDERS - BY NAME - LOCKED CABINET - END OF EMPLOYEE'S TOUR.
VII. GENERAL SERVICES OFFICER
VIII. NONE

K. I. REPORTS OF INVESTIGATION
II. NAMES OF AMERICANS INVOLVED IN SECURITY RELATED INVESTIGATIONS.
III. CORRESPONDENCE, SECURITY FORMS, RECORD CHECKS
IV. EXECUTIVE ORDER 10450
V. NONE
VI. FILE FOLDERS - BY NAME - SAFE STORAGE - INDEFINITELY
VII. SECURITY OFFICER
VIII. LOCAL POLICE, FEDERAL AGENCIES, CREDIT BUREAUS, FORMER
EMPLOYERS, MILITARY RECORDS.

2. FILES HELD BY CONSULAR SECTION

A. I. DEATHS OF AMERICAN CITIZENS
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II. NAMES OF INDIVIDUALS DYING IN THE TEHRAN CONSULAR DISTRICT.
III. CORONER REPORTS, CORRESPONDENCE, DOCUMENTATION CONCERNING
DEATH AND PERSONAL ESTATE.
IV. 7 FAM 440
V. NONE
VI. FILE FOLDERS - BY NAME - BAR LOCK CABINETS - 5 YEARS
VII. CONSELLOR FOR CONSULAR AFFAIRS
VIII. HOSPITALS, DOCTORS, FAMILY, MINISTRY OF JUSTICE.

B. I. SERVICES FOR FEDERAL AGENCIES
II. NAMES OF INDIVIDUALS DEALING WITH TREASURY, SOCIAL SECURITY,
VETERANS ADMINISTRATION, HEW, ETC.
III. GOVERNMENT FORMS, CORRESPONDENCE.
IV. 7 FAM 200 - 290
V. NONE

VI. FILE FOLDERS - BY NAME - BAR LOCKED CABINETS - 5 YEARS
VII. COUNSELLOR FOR CONSULAR AFFAIRS.
VII. CORRESPONDENCE FROM AGENCIES.

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 A-01 OPR-02 MMO-04 L-03 OMB-01

SY-05 PER-03 SCA-01 /032 W

----- 068938

P 041328Z AUG 75

FM AMEMBASSY TEHRAN

TO SECSTATE WASHDC PRIORITY 2837

UNCLAS SECTION 2 OF 2 TEHRAN 7562

C. I. PASSPORT AND CITIZENSHIP FILES
II. NAMES OF PERSONAL INVOLVED IN PASSPORT FRAUD OR ABUSE
AND LOSS OF NATIONALITY.
III. CORRESPONDENCE, TELEGRAMS
IV. 8 FAM
V. NONE
VI. FILE FOLDERS - BY NAME - BAR LOCKED CABINETS - 5 YEARS
VII. COUNSELLOR FOR CONSULAR AFFAIRS
VIII. EMBASSY INVESTIGATION, PASSPORT APPLICATIONS.
D. I. CASES REQUIRING PROTECTIVE SERVICES.
II. NAMES OF PERSONS INVOLVED IN PERSONAL DISPUTES OR DIF-
FICULTIES.
III. CORRESPONDENCE, MEMORANDUMS
IV. 7 FAM 301 - 310, 430
V. NONE
VI. FILE FOLDERS - BY NAME - BAR LOCKED CABINETS - 5 YEARS
VII. COUNSELLOR FOR CONSULAR AFFAIRS
VIII. INDIVIDUALS INVOLVED IN SUBJECT DISPUTES.
E. I. FINANCIAL ASSISTANCE FILE
II. NAMES OF THOSE PERSONS WHO APPLIED FOR EMERGENCY LOANS
AT THE CONSULATE FOR TRAVEL TO THE U.S.
III. LOAN APPLICATION FORMS, TELEGRAMS, RECEIPTS.
IV. 7 FAM 370 - 375.
V. NONE
VI. FILE FOLDERS - BY NAME - BAR LOCKED CABINETS - 5 YEARS

VII. COUNSELLOR FOR CONSULAR AFFAIRS.

VIII. NONE

F. I. ARREST FILES

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II. NAMES OF PEOPLE ARRESTED IN IRAN.

III. CORRESPONDENCE, TELEGRAMS

IV. 7 FAM 350

V. DEA

VI. FILE FOLDERS - BY NAME - BAR LOCKED CABINETS - 5 YEARS

VII. COUNSELLOR FOR CONSULAR AFFAIRS.

VIII. LOCAL POLICE, FOREIGN OFFICE, FAMILY, INDIVIDUAL
CONCERNED.

G. I. REGISTRATION FILES

II. NAMES AND PERSONAL DATA OF PEOPLE REGISTERING WITH THE
CONSULATE.

III. INDEX CARDS PROVIDING DATA PROVIDED VOLUNTARILY BY THE
INDIVIDUAL.

IV. EXECUTIVE ORDER 11295 AND 8 FAM 261

V. NONE

VI. INDEX CARD FILE - BY NAME - LOCKED OFFICE - 5 YEARS

VII. COUNSELLOR FOR CONSULAR AFFAIRS

VIII. NONE

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